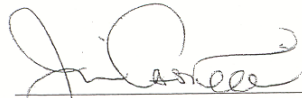


EXCESSING STORE STOCK MATERIALS

STANDARD OPERATING PROCEDURE


October 23, 2002


Code 239 Section Head


10/29/02
Date


Code 239 Branch Head


10/29/02
Date


Code 239 Program Manager

12/31/02
Date


Government Branch Head, CODE 232

1/21/03
Date


COR

1-24-03
Date

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EXCESSING STORE STOCK MATERIALS STANDARD OPERATING PROCEDURE

1.0 GENERAL

- 1.1 **Purpose:** The purpose of this document is to provide instructions for the Store-Stock Excessing procedure at NASA/Goddard Space Flight Center (GSFC). This is a Cortez III Service Corporation (Cortez) document, however, this procedure will be reviewed and approved by the appropriate NASA/GSFC Contracting Officer as a governing procedure for Cortez at GSFC.
- 1.2 **Scope:** The scope of this document is to establish instructions for Excessing Store-Stock Inventory at GSFC building 16 W.
- 1.3 **Background:** This document was created to clarify the Excessing procedure so that Cortez and NASA/GSFC can coordinate their efforts to accomplish this critical function at GSFC.

Note: Excess material is divided into 6 categories, i.e. Scrap, hazardous, regular (or standard), “shelf-life”, film/photographic, and NASA/GSFC Letter Head.

2.0 INITIAL STEP FOR ALL EXCESS ITEMS

The Commodity Team Member (CTM), will review the demand, then will separate and classify the inventory to be excessed by the Federal Stock Class Report which is available Through the Cortez IT department AMMS database. The CTM will then proceed to the Cortez network G drive, at: /Public Directory/Supply/Excess/Lot number. The CTM will then take the next sequential lot number and document number to create and list the Excess items on an Excel spread sheet that will indicate all the above data. Note: all shelf-life material will be reviewed and processed 90 days prior to expiration date.

3.0 SCRAP MATERIAL-LOT LIMIT (UNDER \$25,000.)

STEPS

1. Refer to “Initial Step for all Excess items.”
2. The Commodity Team member (CTM) will notify the designated warehouse employee of the inventory items to be excessed using the Excel spread sheet created in “Step 1”. If the materials in the Warehouse are damaged, then the

warehouse employee will notify the Commodity Team. The warehouse employee will pull (from stock), the inventory items as listed by the CTM.

3. The CTM will process an excess transaction in Oracle and complete and the log sheet noting this step.
4. The warehouse employee will set up a tri-wall (for Scrap items). When the tri-wall is full go to step 5.
5. The CTM will complete a “Report of Excess Property” (GSFC Form 20-9) with an ID number and document number. The Store Stock Warehouse employee will label the skids with the ID number, document number, and number of skids (for example: 1 of 2 and 2 of 2).
6. The CTM will Forward the original copies of GSFC 20-9 and log sheet to Code 232 for approval. Copies of all the paperwork will be kept in a folder labeled “Scrap Excess” for each case/ID number in the Upper (16W) warehouse.
7. The CTM will forward the approved paperwork (the Log Sheet and the code 232 signed 20-9) to Code 235 for a NASA Form 1638 that contains the Excess case number.
8. The Code 239 Equipment Management Section Supervisor/Lead or designate will give the Store Stock warehouse employee a copy of the NASA Form 1638 with the case number to label the skids.
9. The Excess Warehouse Supervisor/ Warehouse Lead will coordinate delivery of the excess material with the Store Stock Warehouse Section Head or designate to disposal as required.
10. The Store Stock warehouse employee will deliver the excess material to the Excess Warehouse. The NASA Form 1638, (Excess/Personal Property Pick-up Authorization), must be signed by the Excess Warehouse Section Head/Lead who will witness the actual disposal of the excess in the dumpster. The warehouse employee will also sign the NASA Form 1638 and file it in the proper folder in the Upper 16 W Warehouse.

4.0 HAZARDOUS MATERIAL

STEPS

1. Refer to “Initial Step for all Excess items.”
2. The Commodity Team member (CTM) will notify the designated warehouse employee of the inventory items to be excessed using the Excel spread sheet created in “Step 1”. If the materials in the Warehouse are damaged, then the

warehouse employee will notify the Commodity Team. The Store Stock warehouse employee will pull (from stock), the inventory items as listed by the CTM.

3. The CTM will process an excess transaction in Oracle and complete the log sheet (if more than one item). A Material Safety Data Sheets (MSDS) will be needed for each item if specified by Code 205.2 (Health and Safety). The MSDS sheet is a document that describes the item and any safety issues that may be applicable for that item. The MSDS also lists the materials or ingredients of the item so that proper handling and precautions can be observed.
4. The CTM will complete a GSFC Form 20-9 with an ID number and document number. The Store Stock Warehouse employee will label the skids with the ID number, document number, and number of skids (for example 1 of 2 and 2 of 2).
5. The CTM will forward the original copies of GSFC Form 20-9, the log sheet, and the MSDS sheets, to Code 232 for approval. Copies of all the paperwork will be kept in a folder labeled "Hazardous Excess" for each case/ID number.
6. The CTM will forward the approved paperwork (the Log Sheet and the code 232 signed 20-9), to Code 235 for an assigned NASA Form 1638 (containing the Excess case number). Code 235 will determine if the material is going to the Excess Warehouse for disposal. When the CTM determines that the material will not be forwarded to the Excess Warehouse, then Code 205.2 (Health and Safety) must be notified to pick up the material for disposal. Code 205.2 will need a "Hazardous Waste Disposal Inventory form" (GSFC 23-54) completed (by the CTM), to accompany the items referenced in Step #4 above. Continue to Step #7 for materials sent to the Excess Warehouse.
7. The Code 239 Excess Supervisor/Warehouse Lead will give the Store Stock warehouse employee a copy of the NASA Form 1638 with case number to label the skids.
8. The Excess Warehouse Supervisor/ Warehouse Lead will coordinate the delivery of the excess material with the Store-Stock Warehouse Section Head or designate for disposal as required.
9. The Store Stock warehouse employee will deliver the Excess material to the Excess Warehouse. The NASA Form 1638, (Excess/Personal property Pick-up Authorization), must be signed by the Excess Warehouse Section Head/Lead, who will witness the actual disposal of the Excess in the dumpster. The Store Stock Warehouse employee will also sign the NASA Form 1638 and file it in the proper folder located in the Upper 16W Warehouse.

5.0 REGULAR EXCESS- NO DEMAND HISTORY

STEPS

1. Refer to “Initial Step for all Excess items.”
2. The CTM will notify the designated Store Stock warehouse employee of the inventory items to be excessed using the Excel spread sheet created in step 1. If the materials in the warehouse are damaged then the Store Stock Warehouse employee will notify the CTM. The Store Stock warehouse employee will pull (from stock) the inventory items as listed by the CTM.
3. The CTM will process an excess transaction, and complete the log sheet (if more than one item). If excessing one item a log sheet is not necessary.
4. The CTM will complete a GSFC Form 20-9 with an ID number and document number. The Warehouse employee will label the skids with the ID number, document number, and number skids (for example 1 of 2 and 2 of 2).
5. The CTM will forward the original copies of GSFC 20-9, and log sheet to Code 232 for approval. Copies of all the paperwork will be kept in a folder labeled “Excess” for each case/ID number.
6. The CTM will forward the approved paperwork to Code 235 for an assigned excess case number and a NASA Form 1638.
7. The Code 239 Equipment Management Section/Warehouse Supervisor/Warehouse Lead will give the warehouse employee a copy of the NASA Form 1638 with case number to label the skids.
8. The Excess Warehouse Supervisor/Warehouse Lead will coordinate delivery of the excess material with the Store Stock Warehouse Section Head or designate for disposal as required.
9. The warehouse employee will deliver material to the Excess Warehouse, sign NF 1638, and file in the appropriate folder in the upper (16W) warehouse.

6.0 SHELF LIFE MATERIAL

STEPS

1. Refer to “Initial Step for all Excess Items.”
2. The CTM will process an excess transaction and complete the log sheet (if more than one item is involved). If excessing one item then a log sheet is not necessary.

If the Shelf life material has not expired, it will be processed separately from items that have expired.

3. The CTM will complete a GSFC Form 20-9 with an ID number and document number. The Warehouse employee will label the skids with the ID number, document number, and number skids (for example 1 of 2 and 2 of 2).
4. The CTM will forward original copies of GSFC 20-9, and log sheet to Code 232 for approval. Copies of all the paperwork will be kept in a folder labeled “Shelf Life Excess” for each case/ID number.
5. The CTM will forward the approved paperwork to Code 235 for an assigned excess case number and a NASA Form 1638.
6. The Code 239 Equipment Management Section/Warehouse Supervisor/Warehouse Lead, will give the warehouse employee a copy of the NASA Form 1638 with case number to label the skids.
7. The Excess Warehouse Supervisor or designate will coordinate the delivery of the excess material with the Store Stock Warehouse Section Head or designate for disposal as required.
8. The warehouse employee will deliver material to the Excess Warehouse, sign the form NF 1638, and file this form in the appropriate folder in the Upper (16W) warehouse.

7.0 FILM/ PHOTOGRAPHIC MATERIAL

STEPS

1. Refer to Initial Step for All Excess Items.
2. Film can be excessed up to three months before the expiration date, and progressing to the expiration date.
3. The Commodity Team member (CTM) will notify the designated warehouse employee of the inventory items to be excessed using the Excel spread sheet created in “Step 1”. If the materials in the Warehouse are damaged, then the warehouse employee will notify the Commodity Team. The warehouse employee will pull (from stock), the inventory items as listed by the CTM.
4. The CTM will process an excess transaction and complete the log sheet, (if more than one item is being excessed). If excessing one item a log sheet is not necessary.

5. The CTM will complete a GSFC Form 20-9 with an ID number and document number. The Warehouse employee will label the skids with the ID number, document number, and number skids (for example 1 of 2 and 2 of 2).
6. The CTM will forward the original copies of GSFC 20-9, and log sheet to Code 232 for approval. Copies of all paperwork should be kept in a folder labeled film excess for each case/ID number.
7. The CTM will forward the approved paperwork (the Log Sheet and the Code 232 signed 20-9), to Code 235 for an assigned excess case number and a NASA Form 1638, containing the Excess case number.
8. Code 239 Equipment Management Section will give the Store Stock Warehouse Employee a copy of the NASA Form 1638 with case number to label the skids.
9. The Excess Warehouse Supervisor Warehouse Lead will coordinate delivery of the excess material with the Store Stock Warehouse Section Head or designate for disposal as required.
10. The Store Stock Warehouse Employee will deliver the material to the Excess Warehouse, sign form NF 1638, and file this form in the appropriate folder in the Upper (16W) Warehouse.

8.0 NASA/GSFC LETTER HEAD (PAPER, ENVELOPES ETC.)

STEPS

1. Refer to “Initial Step for all Excess Items.”
2. The Commodity Team member (CTM) will notify the designated warehouse employee of the inventory items to be excessed using the Excel spread sheet created in “Step 1”. If the materials in the Warehouse are damaged, then the warehouse employee will notify the Commodity Team. The warehouse employee will pull (from stock), the inventory items as listed by the CTM.
3. The CTM will process an excess transaction in Oracle and complete the log sheet.
4. The Store Stock Warehouse Employee will set up a tri-wall. When the tri-wall is full go step (4).
5. The CTM will complete a GSFC Form 20-9 with an ID number and document number. Warehouse employee will label the skids with the ID number, document number, and number skids (for example 1 of 2 and 2 of 2).

6. The CTM will forward original copies of GSFC 20-9 and log sheet to Code 232 for approval. Copies of all paperwork will be kept in a folder labeled Scrap Excess for each case/ID number.
7. The CTM will forward the approved paperwork to Code 235 for an assigned excess case number and a NASA Form 1638.
8. Code 239 Equipment Management Section will give the warehouse employee a copy of the NASA Form 1638 with case number to label the skids.
9. The Excess Warehouse Supervisor/ Warehouse Lead will coordinate delivery of the excess material with the Store-Stock Warehouse Section Head or designate for disposal as required.
10. The warehouse employee will deliver material to the Excess Warehouse. The NASA Form 1638 (Excess/Personal Property Pick-up Authorization), must be signed by The Excess Warehouse Section Head/Lead who will witness the actual disposal
11. The warehouse employee will also sign the NASA Form 1638 and file in the appropriate folder in the Upper (16 W) Warehouse.